

STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
MONTANA DEVELOPMENTAL CENTER
P.O. BOX 87
BOULDER, MT 59632

INTERNAL/EXTERNAL POSTING

MAY 22, 2008

5 PAGES

Title:	Environmental Services Manager	Position No.:	51215
Division:	Disability Services	Pay Band:	5
Location:	Montana Developmental Center Boulder, MT	Union:	Non-Union
Status:	Perm/Full-time	Starting Date:	As soon as possible
Salary:	\$30,065 - \$37,582 annually depending on qualifications	Supplement:	No

APPLICATION DEADLINE: Applications may be returned to the Montana Developmental Center, Personnel Office, P.O. Box 87, Boulder, MT 59632 no later than June 9, 2008. Applications may be faxed to 406-225-4414 or e-mailed to Cbirtcher@mt.gov.

SPECIAL INFORMATION: Shift: 8:00 a.m. - 4:30 p.m. Days off - Saturday & Sunday

Facility policy restricts smoking to designated areas.

Current certification of freedom from tuberculosis is required. A skin test will be provided by Montana Developmental Center for persons able to use this test.

REASONABLE ACCOMMODATIONS: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact Donna Gilmer, Personnel Officer, at (406) 225-4439. TDD (Telephone Device for the Deaf) users may call 711 for assistance.

TYPICAL DUTIES:

The Environmental Services Manager develops, implements, and monitors procedures for regular activities of the Environmental Services Section. Identifies work priorities, schedules, and coordinates assignments using knowledge of construction management, construction, maintenance, custodial services, laundry services, codes, regulations and good management practices. Advises management on facility expenditures. Under the general supervision of the Facility Superintendent, functions as manager and supervisor for the maintenance, custodial, and laundry sections of Environmental Services. Personally supervises 15 persons and indirectly supervises 12 additional persons.

ESSENTIAL JOB FUNCTIONS:

A. Environmental Services Management:

1. Writes, implements and monitors procedures for the sections concerning inspections, preventive maintenance and repairs throughout facility.
 2. Manages all facility utilities such as heating, cooling, ventilation, air quality, water, sewage, electrical, sanitation, gas and steam distribution, telephone and data line distribution.
 3. Manages fire life safety equipment and devices by assuring all equipment is available and installed, scheduling equipment testing, providing training for staff in the proper use and maintenance of equipment.
 4. Analyzes Environmental Services needs, develops and writes short and long-term facilities plans, submits for approval and implements plans for the section to effectively use resources.
 5. Develops an effective Preventive Maintenance Program that provides for the care and maintenance of facilities, grounds, equipment, vehicles and tools.
-

AN EQUAL OPPORTUNITY EMPLOYER

6. Conducts facility inspections routinely to assure compliance with established safety, maintenance and environmental quality standards.
 7. Assigns all sections work priorities and coordinates with local unit facility managers to schedule work assignments, outages, delays or interruptions.
 8. Manages inventory control processes that satisfy current and future material and equipment needs. Reviews material and parts order requests and establishes allowable stock quantities. Manages inventory security.
 9. Plans and coordinates with outside service providers to perform specialized work not available via in house staff. Fire control systems, Air movement control, certification testing and special vehicle needs.
 10. Advises Facility Management team on facility maintenance and operational concerns that directly or indirectly affect the normal operation of the facility task.
 11. Manages records of certification on licensing issues and compliance inspection reports. Maintains records of work performed and costs involved to estimate future needs for materials and personnel.
 12. Construction planning for in-house facility construction, alterations and renovations. Submits plans and construction documents to governing agencies for approvals and permits. Works closely with architects, engineers and specialists in the planning and designing of new construction of facilities and for major restoration remodel projects within our facility. Works with City, County and State officials on long range needs of the community and this facility's role in the community concerning land acquisition, utility needs, water and sewer planning, site development, and preservation of historic facilities.
 13. Construction Management - Acts as construction management and compliance agent on all projects at this facility. Cooperates and coordinates with State Architects and Engineers to assemble costs to prepare for Legislative action and funding.
 14. Other agency coordination to include coordinating planning and utility concerns with other state agencies who share portions of our property including, Riverside Corrections, Youth Dynamics, and Elkhorn Treatment facility.
- B. Directly Supervises Designated Staff Personnel.
1. Determines staff FTE needs by assessing work requirements both present and future; calculates staffing needs and recommends to management increases or decreases of personnel.
 2. Develops position descriptions and assigns job qualifications for all positions and develops hiring postings and interview formats. Conducts application reviews on applicants, selects candidates, conducts interviews and hires as appropriate.
 3. Maintains department personnel policies and instructs new employees on them.
 4. Conducts appraisals of performance and conducts disciplinary procedures according to policy as required. Maintains all appropriate documentation and instruction manuals.
 5. Develops personnel safety plan and instructions by regular safety teaching, providing time to attend local safety seminars, maintaining safety instructions and MSDS guides, and providing proper safety tools and equipment.
 6. Assures licensing requirements are met by providing annual certification training and course work for licensure of crafts persons and by maintaining copies.
 7. Assigns work schedules, jobs, and projects and monitors performance.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge: Considerable knowledge of construction management; construction estimating, planning, cost analysis, budgeting, materials, tools, equipment, resources, requirements, codes, building systems, fire protection, alarm systems, heat vent and air conditioning and refrigeration systems and controls. Knowledge of plumbing, electrical, water and waste water systems. Knowledge of steam boilers, on and off road vehicles, lifting equipment, and rules for digging. Must have knowledge of grounds maintenance and care, uses of pesticides, herbicides, and fertilizers. Must have knowledge of infection control, disinfecting, and cleaning methods and materials, air quality control, heating, filtering, and lighting systems. Must be familiar with federal, state and local codes and regulations that govern ICF/MR and ICF/DD Intermediate Care Facilities as well as IBC, NEC, UPC and NFPA codes in general. Knowledge of management and supervisory principles and practices. Must have considerable communications and report writing knowledge. Must have knowledge of computers

and computer programs including MS Word, Excel, Internet, CMMS, employee timekeeping and Air systems monitoring and control. Knowledge of Client Rights and MANDT procedures.

KNOWLEDGE, SKILLS AND ABILITIES: - continued

Skills: Writing and communication, organizing and implementation of plans and procedures, providing professional leadership and management of personnel and equipment, and must work in a team orientated management structure.

Abilities: Must establish effective working relationships with co-workers, supervisor, clients, the public, other agencies, and sales and technical representatives. Must have communication ability and be able to instruct, direct and teach subordinates as well as manage labor time efficiently. Must be able to work under extreme pressure and in emergencies must be able to function quickly and efficiently. Must have ability to locate and acquire necessary materials and supplies and personnel quickly. Must have ability to use most tools of construction trades.

EDUCATION AND EXPERIENCE REQUIRED:

The above knowledge, skills and abilities are typically acquired through completion of high school and four years of apprenticeship experience and ten years of experience in the construction industry with four years of supervision experience and two years of management experience in a construction industry or an equivalent combination of documented education and experience.

IMMIGRATION REFORM AND CONTROL ACT:

In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire documentation that s/he is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

SELECTIVE SERVICE ACT:

In accordance with the Montana Compliance with Military Selective Service Act, the person selected, if male and born after January 1, 1960, must produce within three days of hire, documentation showing compliance with the federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with the Selective Service was not done knowingly or willfully.

COMPENSATION:

This position is classified at a band 5 on the state's general pay plan. Permanent, full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, "flexible spending accounts," public employees retirement system, fifteen (15) working days annual leave, twelve (12) days sick leave per year, paid holidays, and up to fifteen (15) days military leave with full pay.

APPLICATION AND SELECTION PROCESS:

This position is being advertised outside the Agency and in-house applicants must compete with the outside applicant pool.

Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, reference checks and an extensive background check. Application materials required are:

1. Current MDC employees must submit a signed and completed Bid Request Form.
2. Other applicants must submit a signed and completed State Application for Employment to Montana Developmental Center, P.O. Box 87, Boulder, MT 59632, fax application to 225-4414 or e-mail to Cbirtcher@mt.gov. Applications may also be submitted to a Local Job Service Office.
3. Relevant college transcripts must be submitted by application deadline.
4. Applications claiming the **Veterans' or Handicapped Persons' Employment Preferences** (See State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the DPHHS (SRS) Certification of Disability form. NOTE: Veterans' and handicapped persons' preferences only apply when recruitment includes solicitation

of applications from the general public.

APPLICATION AND SELECTION PROCESS: - continued

Application materials can be obtained from the Montana Developmental Center Personnel Office.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This position is an advertisement for the solicitation of applications for the position. It is not intended to represent a contract between the employer and the applicant selected.